

Posted: Friday, August 09, 2013

NOTICE AND CALL OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold its regular monthly meeting on
WEDNESDAY, AUGUST 14, 2013 at 7:00 PM

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- I. **CALL TO ORDER**
 - II. **PLEDGE OF ALLEGIANCE**
 - III. **ADJOURN TO CLOSED SESSION** – *No closed session scheduled*
 - IV. **APPROVAL OF AGENDA**
 - V. **APPROVAL OF MINUTES** – July 10, 2013 cc
 - VI. **COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS**
 - VII. **ITEMS FROM THE FLOOR**
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
 - VIII. **CONSENT AGENDA**
 1. Financial Status Reports for June 2013.
 2. Law Enforcement Activity Report for July.
 3. Solid Waste Management Ordinance 2013-03; Second Reading.
 4. Declare Community Recycling Drop-Off Site bins surplus property and authorize staff to sell to the highest bidder.
 5. Authorize City Manager to Sign Contracts for Services with GHD, Inc. for Water System Upgrade for Design, Bid, and Grant Management Services.
 - IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision regarding Sprint Proposal for 4G Antenna Upgrade on Trinidad Head Cellular Site.
 - X. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

July 10, 2013 CC

Supporting Documentation follows with: 2 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, JULY 10, 2013

I. CALL TO ORDER

- Mayor Pro-Tem Miller called the meeting to order at 7:00PM. Council members in attendance: West, Baker, Davies. **Mayor Fulkerson was absent.**
- City Staff in attendance: City Clerk Gabriel Adams. **City Manager Suiker was absent.**

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION – No closed session scheduled.

IV. RECONVENE TO OPEN SESSION

V. APPROVAL OF AGENDA

*Motion (West/Davies) to approve the agenda as written. **Passed 4-0.***

VI. APPROVAL OF MINUTES – May 08, 2013 CC, May 22, 2013 cc2.

*Motion (Davies/Baker) to approve the minutes as written. **Passed 4-0.***

VII. COMMISSIONERS REPORTS

Baker: Law enforcement meeting met with Hidden Creek RV Park manager. Also focused on Neighborhood Watch program and citizens participation. Will continue to report on committee discussions at future meetings. Councilmember Miller asked if committee meeting minutes can be posted online. City Clerk Adams explained that if the minutes were submitted with Council meeting packets, they would be placed online.

West: Banner policy should be ready by next meeting. Skateboarding issues are still being discussed with representatives from the Skate Alliance. There has also been a noticeable decrease in related issues at the park and museum since our meeting in June.

VIII. ITEMS FROM THE FLOOR

Robert Hemstead – Trinidad Rancheria

Suggested that the City attend County D.A. roundtable meetings.

IX. CONSENT AGENDA

1. Financial Status Reports for May 2013.
2. Settlement Agreement and Release between the City of Trinidad and County of Humboldt
3. Donation of Fire Hydrant to Klamath Community Services District
4. Resolution 2013-06: Authorizing Local Coastal Program Sea Level Rise Adaptation Grant to the State Coastal Conservancy.

*Motion (Davies/West) to approve the consent agenda as written. **Passed 4-0.***

X. DISCUSSION AGENDA

1. Discussion/Decision regarding Council Committee Assignments.

The Council discussed the assignments, and agreed by consensus to the following assignments:

COMMITTEE	REP/ALTERNATE
Humboldt Waste Management Authority HWMA	Miller
Humboldt County Association of Governments HCAOG	West / Miller
Tsurai Management Plan Implementation Committee	Miller, West Alt. Baker

Redwood Regional Economic Development Corp. RREDC	Fulkerson / Baker
HTA Humboldt Transit Authority HTA	Fulkerson / West
Redwood Coast Energy Authority RCEA	Davies / Miller
BLM Gateway Committee	Miller
Humboldt County Convention & Visitors Bureau HCCVB.	Mike Morgan
Humboldt County Hazard Mitigation Committee	Miller / Fulkerson
Library, Museum, Park Committee	Baker / West
Office of Emergency Services OES	Mike Morgan
Indian Gaming Benefit Committee	Miller / West
Humboldt Mayors Committee	Fulkerson
Local Law Enforcement Committee	Baker

XIII. ADJOURNMENT

- Meeting ended at 7:55pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Julie Fulkerson
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Financial Status Reports for June 2013.

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 6/1/2013 Through 6/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	2,385.00	100.00%
60900	HONORARIUMS	150.00	2,500.00	3,000.00	16.67%
61000	EMPLOYEE GROSS WAGE	9,652.98	94,260.50	92,768.00	(1.61)%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.16	600.08	0.00	0.00%
65100	DEFERRED RETIREMENT	356.00	3,658.21	3,657.00	(0.03)%
65200	MEDICAL INSURANCE AND EXPENSE	81.33	4,509.07	5,663.00	20.38%
65300	WORKMEN'S COMP INSURANCE	0.00	3,512.19	3,101.00	(13.26)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	46.00	564.50	1,200.00	52.96%
65600	PAYROLL TAX	741.51	7,502.92	7,377.00	(1.71)%
65800	Grant Payroll Allocation	(320.43)	(1,571.90)	0.00	0.00%
68090	CRIME BOND	0.00	525.00	525.00	0.00%
68200	INSURANCE - LIABILITY	0.00	9,400.30	9,919.00	5.23%
68300	PROPERTY & CASUALTY	0.00	3,705.00	4,466.00	17.04%
71110	ATTORNEY-ADMINISTRATIVE TASKS	841.50	9,394.35	20,000.00	53.03%
71130	ATTORNEY-LITIGATION	4,579.69	13,562.94	12,000.00	(13.02)%
71210	CITY ENGINEER-ADMIN. TASKS	584.00	1,194.00	1,500.00	20.40%
71310	CITY PLANNER-ADMIN. TASKS	10,636.10	53,739.15	48,550.00	(10.69)%
71400	BLDG.INSPECTOR-MEETINGS	0.00	349.12	0.00	0.00%
71410	BLDG INSPECTOR-ADMIN TASKS	585.78	2,986.77	10,000.00	70.13%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	590.00	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	690.26	14,061.23	11,050.00	(27.25)%
71620	AUDITOR-FINANCIAL REPORTS	0.00	13,585.00	13,585.00	0.00%
72000	CHAMBER OF COMMERCE	0.00	7,000.00	7,000.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	185.00	2,071.55	1,200.00	(72.63)%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	1,000.00	0.00	0.00%
75170	RENT	650.00	7,800.00	8,190.00	4.76%
75180	UTILITIES	389.49	4,802.91	6,000.00	19.95%
75190	DUES & MEMBERSHIP	0.00	289.46	1,100.00	73.69%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	4,738.55	6,827.25	30.59%
75220	OFFICE SUPPLIES & EXPENSE	831.83	4,191.19	5,500.00	23.80%
75240	BANK CHARGES	9.40	119.20	200.00	40.40%
75300	CONTRACTED SERVICES	344.00	3,032.00	4,500.00	32.62%
75990	MISCELLANEOUS EXPENSE	0.00	112.63	0.00	0.00%
76110	TELEPHONE	107.82	1,328.58	2,500.00	46.86%
76130	CABLE & INTERNET SERVICE	160.95	1,931.40	2,400.00	19.52%
76150	TRAVEL	0.00	1,277.34	1,500.00	14.84%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	2,127.86	5,000.00	57.44%
78190	MATERIALS, SUPPLIES & EQUIPMEN	728.81	5,014.27	6,200.00	19.12%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	375.00	0.00	0.00%
	Total Expense	32,078.18	285,840.37	309,363.25	7.60%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 6/1/2013 Through 6/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	45.83	4,395.17	4,694.00	6.37%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	157.00	(35.58)%
65400	UNEMPLOYMENT COMPENSATION	(616.28)	449.16	0.00	0.00%
65600	PAYROLL TAX	38.10	370.79	359.00	(3.28)%
65800	Grant Payroll Allocation	0.00	(28.70)	0.00	0.00%
75170	RENT	650.00	7,800.00	8,190.00	4.76%
75180	UTILITIES	151.73	2,047.45	2,410.00	15.04%
75220	OFFICE SUPPLIES & EXPENSE	0.00	542.45	200.00	(171.22)%
75300	CONTRACTED SERVICES	0.00	82,745.00	85,372.00	3.08%
75350	ANIMAL CONTROL	113.00	1,356.00	1,796.00	24.50%
75380	INVESTIGATION	0.00	2.30	0.00	0.00%
76110	TELEPHONE	78.24	929.30	1,000.00	7.07%
	Total Expense	<u>460.62</u>	<u>100,821.78</u>	<u>104,178.00</u>	<u>3.22%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 6/1/2013 Through 6/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,800.00	1,800.00	0.00%
75180	UTILITIES	51.73	851.56	1,315.00	35.24%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75280	TRAINING / EDUCATION	340.00	440.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	145.00	128.00	(13.28)%
76110	TELEPHONE	41.89	240.93	100.00	(140.93)%
76140	RADIO & DISPATCH	0.00	397.25	618.00	35.72%
78100	STREET MAINT/REPAIR/SANITATION	0.00	25.73	0.00	0.00%
78140	VEHICLE FUEL & OIL	0.00	260.88	400.00	34.78%
78150	VEHICLE REPAIRS	117.41	3,561.13	3,000.00	(18.70)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	328.41	700.00	53.08%
78190	MATERIALS, SUPPLIES & EQUIPMEN	272.32	1,598.11	2,500.00	36.08%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	161.54	750.00	78.46%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
96200	TRANSFER OUT	0.00	10,000.00	0.00	0.00%
	Total Expense	<u>973.35</u>	<u>19,810.54</u>	<u>21,321.00</u>	<u>7.08%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 6/1/2013 Through 6/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	4,340.17	36,788.96	38,897.00	5.42%
61250	OVERTIME	0.00	0.00	1,500.00	100.00%
65100	DEFERRED RETIREMENT	363.70	3,594.59	3,943.00	8.84%
65200	MEDICAL INSURANCE AND EXPENSE	1,348.67	15,552.40	19,663.00	20.91%
65300	WORKMEN'S COMP INSURANCE	0.00	1,490.02	1,301.00	(14.53)%
65600	PAYROLL TAX	306.57	3,040.16	3,277.00	7.23%
65800	Grant Payroll Allocation	(20.59)	(744.32)	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	7,967.73	4,800.00	(65.99)%
71250	CITY ENGINEER - PROJECT FEES	0.00	1,370.00	4,000.00	65.75%
71510	ACCOUNTANT-ADMIN TASKS	0.00	510.00	3,000.00	83.00%
75180	UTILITIES	0.00	692.66	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	2,861.00	3,000.00	4.63%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	90.66	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	365.50	2,580.00	5,000.00	48.40%
78120	STREET LIGHTING	47.94	3,623.97	5,000.00	27.52%
78130	TRAIL MAINTENANCE	0.00	728.39	1,000.00	27.16%
78140	VEHICLE FUEL & OIL	377.14	4,291.68	4,000.00	(7.29)%
78150	VEHICLE REPAIRS	(25.97)	1,797.12	2,500.00	28.12%
78180	OTHER REPAIR & MAINTENANCE	0.00	1.72	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,199.83	6,350.47	7,795.00	18.53%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	357.01	0.00	0.00%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
96200	TRANSFER OUT	0.00	10,000.00	0.00	0.00%
	Total Expense	<u>8,302.96</u>	<u>102,944.22</u>	<u>118,676.00</u>	<u>13.26%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 6/1/2013 Through 6/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Revenue					
41010	PROPERTY TAX - SECURED	0.00	78,424.59	72,200.00	8.62%
41020	PROPERTY TAX - UNSECURED	0.00	3,016.68	3,025.00	(0.28)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	88.18	60.00	46.97%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	178.86	220.00	(18.70)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	164.49	200.00	(17.75)%
41070	PROPERTY TAX - FINES	0.00	0.00	1,000.00	100.00)%
41071	MOTOR VEHICLES	0.00	1,146.18	0.00	0.00%
41080	PROPERTY TAX - HOMEOWNERS	0.00	450.17	0.00	0.00%
41100	PROPERTY TAX - INTEREST +	0.00	19.66	0.00	0.00%
41110	PROPERTY TAX EXEMPTION	0.00	643.11	640.00	0.49%
41130	PUBLIC SAFETY 1/2 CENT	0.00	1,293.95	1,660.00	(22.05)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	976.80	2,000.00	(51.16)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	(2,271.00)	(3,675.00)	(38.20)%
41200	LAFCO Charge	0.00	(361.80)	(600.00)	(39.70)%
41210	IN-LIEU SALES & USE TAX	0.00	26,903.44	23,620.00	13.90%
41220	IN LIEU VLF	0.00	27,413.00	26,520.00	3.37%
42000	SALES & USE TAX	56.43	150,966.67	190,000.00	(20.54)%
43000	TRANSIENT LODGING TAX	11,566.94	93,114.77	87,500.00	6.42%
47310	VEHICLE LICENSE COLLECTION	0.00	0.00	200.00	100.00)%
49030	PATCH FUND	0.00	10.00	0.00	0.00%
49080	MOTOR VEHICLE FINES	0.00	0.00	720.00	100.00)%
49990	OTHER GRANTS	0.00	0.00	3,500.00	100.00)%
53010	COPY MACHINE FEE	1.00	82.70	50.00	65.40%
53020	INTEREST INCOME	7.88	17,376.09	20,000.00	(13.12)%
53090	OTHER MISCELLANEOUS INCOME	9.42	1,145.72	2,500.00	(54.17)%
54020	PLANNER- APPLICATION PROCESSIN	665.00	8,703.00	6,000.00	45.05%
54050	BLDG.INSR-APPLICATION PROCESSI	1,999.75	10,831.58	10,000.00	8.32%
54100	ANIMAL LICENSE FEES	12.00	81.00	100.00	(19.00)%
54150	BUSINESS LICENSE TAX	3,547.00	11,932.75	8,400.00	42.06%
54300	ENCROACHMENT PERMIT FEES	0.00	300.00	200.00	50.00%
56400	RENT - VERIZON	1,795.02	21,208.86	21,118.00	0.43%
56500	RENT - HARBOR LEASE	0.00	5,000.00	5,125.00	(2.44)%
56550	RENT - PG& E	0.00	8,583.90	0.00	0.00%
56650	RENT - SUDDENLINK	0.00	4,565.29	3,920.00	16.46%
56700	RENT - TOWN HALL	320.00	6,147.00	10,000.00	(38.53)%
	Total Revenue	<u>19,980.44</u>	<u>478,135.64</u>	<u>496,203.00</u>	<u>(3.64)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 6/1/2013 Through 6/30/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	5,000.00	5,000.00	5,000.00	0.00%
46500	HR3 GRANT INCOME	0.00	1,080.00	0.00	0.00%
47600	BLUE BAG SALES	0.00	3,584.75	3,600.00	(0.42)%
47650	RECYCLING REVENUE	0.00	24,176.92	33,060.00	(26.87)%
	Total Revenue	<u>5,000.00</u>	<u>33,841.67</u>	<u>41,660.00</u>	<u>(18.77)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	(99.70)	4,642.77	5,762.00	19.42%
65100	DEFERRED RETIREMENT	63.93	632.80	691.00	8.42%
65200	MEDICAL INSURANCE AND EXPENSE	172.86	1,985.32	2,543.00	21.93%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	193.00	(10.29)%
65600	PAYROLL TAX	45.65	451.94	493.00	8.33%
65800	Grant Payroll Allocation	(11.19)	(125.95)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	11,477.43	18,000.00	36.24%
75130	GARBAGE	0.00	1,566.70	0.00	0.00%
75140	BLUE BAG PURCHASES	0.00	2,475.00	3,600.00	31.25%
78100	STREET MAINT/REPAIR/SANITATION	487.30	4,750.33	6,500.00	26.92%
78120	STREET LIGHTING	0.00	76.30	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	1,466.06	1,000.00	(46.61)%
78210	Advertising Outreach & Project	0.00	0.00	100.00	100.00%
	Total Expense	<u>658.85</u>	<u>29,611.56</u>	<u>38,882.00</u>	<u>23.84%</u>
	Net Income	<u>4,341.15</u>	<u>4,230.11</u>	<u>2,778.00</u>	<u>52.27%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 6/1/2013 Through 6/30/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	9,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	2,491.30	1,000.00	149.13%
57100	WATER SALES	24,687.66	281,157.59	265,700.00	5.82%
57300	NEW WATER HOOK UPS	0.00	2,000.00	4,500.00	(55.56)%
57500	WATER A/R PENALTIES	1,185.06	(1,131.70)	8,000.00	(114.15)%
	Total Revenue	25,872.72	284,517.19	288,200.00	(1.28)%
Expense					
61000	EMPLOYEE GROSS WAGE	10,303.33	85,291.09	89,127.00	4.30%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	772.54	9,439.88	10,332.00	8.63%
65200	MEDICAL INSURANCE AND EXPENSE	2,782.56	33,871.23	41,993.00	19.34%
65300	WORKMEN'S COMP INSURANCE	0.00	3,405.76	2,980.00	(14.29)%
65600	PAYROLL TAX	712.90	7,114.54	7,609.00	6.50%
65800	Grant Payroll Allocation	(66.23)	(2,082.76)	0.00	0.00%
68090	CRIME BOND	0.00	175.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,061.70	5,341.00	5.23%
68300	PROPERTY & CASUALTY	0.00	1,995.00	2,405.00	17.05%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	2,582.00	5,000.00	48.36%
71510	ACCOUNTANT-ADMIN TASKS	371.69	7,181.37	7,000.00	(2.59)%
71620	AUDITOR-FINANCIAL REPORTS	0.00	7,315.00	7,315.00	0.00%
72100	BAD DEBTS	0.00	373.19	200.00	(86.59)%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	45.00	0.00	0.00%
75180	UTILITIES	1,397.53	12,050.50	13,500.00	10.74%
75190	DUES & MEMBERSHIP	411.00	804.20	900.00	10.64%
75220	OFFICE SUPPLIES & EXPENSE	132.00	2,459.94	2,200.00	(11.82)%
75230	INTEREST EXPENSE	0.00	764.52	1,284.00	40.46%
75240	BANK CHARGES	0.00	60.00	100.00	40.00%
75280	TRAINING / EDUCATION	0.00	177.55	500.00	64.49%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	110.48	1,160.06	900.00	(28.90)%
76130	CABLE & INTERNET SERVICE	49.00	539.00	620.00	13.06%
76160	LICENSES & FEES	0.00	2,358.61	2,475.00	4.70%
78100	STREET MAINT/REPAIR/SANITATION	0.00	22.45	0.00	0.00%
78140	VEHICLE FUEL & OIL	106.16	1,915.98	2,500.00	23.36%
78150	VEHICLE REPAIRS	0.00	990.82	2,000.00	50.46%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	85.88	2,000.00	95.71%
78170	SECURITY SYSTEM	0.00	276.00	350.00	21.14%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	3,041.97	6,505.00	53.24%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	694.61	1,000.00	30.54%
79100	WATER LAB FEES	235.00	2,130.00	4,500.00	52.67%
79120	WATER PLANT CHEMICALS	85.00	5,012.31	12,000.00	58.23%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00	100.00%
79150	WATER LINE REPAIR	1,060.92	28,197.97	30,000.00	6.01%
79160	WATER PLANT REPAIR	0.00	6,007.76	10,000.00	39.92%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
96200	TRANSFER OUT	0.00	15,000.00	0.00	0.00%
	Total Expense	18,463.88	245,518.13	294,386.00	16.60%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 6/1/2013 Through 6/30/2013

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Net Income	<u><u>7,408.84</u></u>	<u><u>38,999.06</u></u>	<u><u>(6,186.00)</u></u>	<u><u>(730.44)%</u></u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
699 - Water Capital Improvement Reserve
From 6/1/2013 Through 6/30/2013

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
96100	Expense				
	TRANSFER IN	<u>0.00</u>	<u>(15,000.00)</u>	<u>0.00</u>	<u>0.00%</u>
	Total Expense	<u>0.00</u>	<u>(15,000.00)</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>0.00%</u>



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Law Enforcement Activity Report for July.

Humboldt County Sheriff's Office

Trinidad Activity

July 2103

911 Hang Up	1
Agency Assist	2
Alarm	1
Assault	1
Custody Dispute	1
Death Investigation	2
Disturbance	4
DUI Investigation	2
Fireworks	1
Follow Up Details	1
Lost Property	1
Noise Complaints	1
Patrol Checks	6
Pedestrian Checks	1
Petty Theft	2
Traffic Stop	2
Unwanted Subject	2
Vehicle Pursuit	1
Welfare Check	2

Please note these numbers indicate the type of call dispatched and do not reflect what the disposition was.

Eight case reports were written in the month of July.



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

3. Solid Waste Management Ordinance 2013-03; Second Reading.

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

JULIE FULKERSON, MAYOR
GABRIEL ADAMS, CITY CLERK



ORDINANCE 2013-03

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TRINIDAD TO PROVIDE FOR THE
PUBLIC HEALTH, SAFETY AND WELFARE BY MANAGING SOLID WASTE**

The City Council of the City of Trinidad does ordain as follows:

SECTION 1. Purposes.

The purposes of this Ordinance are:

- 1.1 To comply with the requirements of the California Integrated Waste Management Act of 1989 as amended, Public Resources Code Section 40000 et seq., which requires the City to divert at least 50% of discarded materials from landfill disposal.
- 1.2 To create a cost effective solid waste and recyclable materials collection system in order to increase the diversion of recyclable materials from landfill disposal.
- 1.3 To provide an enforcement mechanism to ensure that residential properties, businesses, commercial and non-residential properties provide for the proper storage and collection of solid waste and recyclable materials.
- 1.4 To protect the public health, safety, and welfare of the City by reducing or eliminating health hazards, fire hazards, offensive odors, and unsightly litter attributable to accumulations of solid waste.
- 1.5 To create a system of solid waste management that directs materials collected from the curb into the County-wide processing and disposal system, in order to participate in economic efficiencies of scale.

SECTION 2. Exclusive Rights of City, City Responsibility.

- 2.1 The City holds exclusive authority to manage and regulate Solid Waste, including but not limited to regulations regarding the storage, collection, transportation, processing and disposal of Solid Waste. Such authority includes the right to determine the methods by which such regulation occurs, for example, through contract, permit, franchise, or another method. The City may enter into exclusive or non-exclusive contracts or franchises for the collection and transportation of Solid Waste including Recyclable Materials. No person, entity, organization or firm is authorized to collect such Solid Waste without authorization or permission from the City. Nothing in this Chapter shall be construed as restricting or interfering with a Generator's right to transport Recyclable Materials not regulated by this Ordinance produced by such person or on such person's premises to a recycling facility, provided that transportation occurs in accordance with the provisions of this Ordinance.

SECTION 3. Duty to Assure Removal of Solid Waste.

- 3.1 Every Generator of Solid Waste has the duty to provide, as herein required, for the storage, removal, and/or composting, or recycling of all Solid Waste materials produced on the premises occupied by him or her in compliance with the provisions of this Chapter where applicable, and in a manner that does not create a public nuisance or health hazard. Failure to comply with the requirements of this Ordinance is hereby deemed a public nuisance which may be subject to abatement by the City.

SECTION 4. Definitions.

Unless the context requires otherwise, the definitions in this section govern the construction of this Ordinance. The definition of a word applies to any of that word's variants.

- 4.1 Authorized Recycling Collection Contractor. Any person or entity that the City has authorized to collect Recyclable Materials in the City pursuant to franchise, contract or permit granted in accordance with the provisions of this ordinance.
- 4.2 Authorized Solid Waste Collection Contractor. Any person or entity that the City has authorized to collect Solid Waste for landfill disposal in the City pursuant to franchise, contract or permit granted in accordance with the provisions of this Ordinance.
- 4.3 Customer. A natural person, business or entity who has signed up to receive collection services by the Authorized Solid Waste or Recyclable Materials Collection Contractor.
- 4.4 Designated Recyclable Materials. Recyclable Materials designated by the Manager as subject to curbside collection.
- 4.5 Generator. Any person, firm, or entity that generates Solid Waste.
- 4.6 Hazardous Waste. A waste defined as a "hazardous waste" in accordance with Section 25117 of the Health and Safety Code, or a combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may do either of the following:
- 4.6.1 Cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness.
 - 4.6.2 Pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported, disposed of, or otherwise managed.
- Unless expressly provided otherwise, "hazardous waste" includes extremely hazardous waste and acutely hazardous waste.
- 4.7 Household Hazardous Waste. Hazardous Waste commonly occurring in households, including but not limited to motor oils, latex paints, solvents or oil-based paints, batteries, pesticides and cleansers.
- 4.8 Landfill Disposal Facility. Any state permitted facility or location where landfill disposal of Solid Waste occurs or where Solid Waste for landfill disposal may be deposited, for example, a transfer station.
- 4.9 Manager. The City Manager for the City of Trinidad, or his/her designee.
- 4.10 Recyclable Materials. Materials that have been Source Separated from the Solid Waste stream prior to disposal and returning them for use or reuse in the form of raw materials for new, used or reconstituted products in the market place and that are not land-filled. Recyclable Materials include any materials identified by the Manager for which a market exists, including but not limited to: plastic bottles and jars, paper, cardboard, glass, newspaper, metal containers, cans, as well as

compostable materials such as green waste, yard waste or food waste.

- 4.11 Recycle. The process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise be disposed of, and returning them to the economic mainstream in the form of raw material for new, re-used, or reconstituted products which meet the quality standards necessary to be used in the market place.
- 4.12 Recycling Facility. A facility designated or permitted by the City to process recyclable material.
- 4.13 Single-Family Unit. Premises used for or designated as a single-family residential dwelling, irrespective of whether residents therein are transient, temporary, or permanent.
- 4.14 Solid Waste.
- 4.14.1 Except as provided in subdivisions 2, 3, and 4, Solid Waste includes, but is not limited to, all putrescible and nonputrescible solid, semi-solid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, de-watered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid or semi-solid wastes, yard waste and other discarded solid and semi-solid wastes, Recyclable and Compostable materials.
 - 4.14.2 Solid Waste does not include low-level radioactive waste regulated under Chapter 7.6 of Division 20 of the Health and Safety Code.
 - 4.14.3 Solid Waste does not include medical waste, which is regulated pursuant to the Medical Waste Management Act, Division 20 of the Health and Safety Code, provided that the medical waste, whether treated or untreated, is not disposed of at a solid waste facility. Medical waste which has been treated and which is deemed to be Solid Waste shall be regulated pursuant to this Ordinance.
 - 4.14.4 Solid Waste does not include Hazardous or Household Hazardous Waste.
- 4.15 Solid Waste Collection Services. Services provided by an Authorized Solid Waste Collection Contractor for the collection of Solid Waste materials which may include Solid Waste for Landfill Disposal and/or Designated Source Separated Recyclable Materials.
- 4.16 Solid Waste For Landfill Disposal. Solid Waste material intended by the Generator for landfill disposal.
- 4.17 Source Separated. The process of removing Recyclable Materials from Solid Waste at the place of discard, prior to collection, into separate containers that are separately designated for collection.
- 4.18 Special Waste. Non-rotting Solid Waste material from dwelling units, institutional, commercial, industrial, or agricultural establishments that requires special collection, handling, treatment, and/or disposal techniques or permit changes for disposal.

SECTION 5. Collection Service.

- 5.1 Collection Authorized. The City may enter into an exclusive contract(s) or franchise agreement(s) for the purpose of collecting Solid Waste for Landfill Disposal and/or Designated Recyclable Materials. No other person, entity, organization or firm is authorized to collect Solid Waste for Landfill Disposal or Designated Recyclable Materials.

SECTION 6. Collection Containers.

- 6.1 Containers. All Solid Waste and Designated Recyclable Materials for collection shall be placed in containers or bags at the location as designated by the Manager. Such containers and bags shall be maintained at all times in good repair and in a clean, neat and sanitary condition. Containers shall be kept covered at all times except when depositing or removing Solid Waste or Recyclable Materials. Containers and bags shall be stored on private property unless the owner has been granted written permission by the City to use public property for such purposes. The weight of any individual container or bag when filled within four inches of the top shall not exceed 1.25 pounds per gallon.
- 6.2 Source Separation. In the event the City authorizes the collection of Designated Recyclable Materials, said Materials shall be Source Separated by the Generator and placed into the container provided or required for collection.
- 6.3 Storage, General. The area used for storage of any Solid Waste and Recyclable Material shall be maintained at all times in a clean, neat and sanitary condition, in such a manner that does not create a health or safety hazard, and does not litter public or private property, including the premises of the Generator. Solid Waste and Recyclable Material may not be stored on or in front of any premise in an unsightly manner. The Manager may establish additional container and/or storage requirements as needed to maintain the public health and safety.
- 6.4 Unauthorized Containers. Each use of a container for Solid Waste or Recycling materials other than that provided or required by the Authorized Solid Waste or Recycling Collection Contractor, and each use of a container which does not meet the weight limitations, shall constitute a separate and distinct offense punishable as provided in this Chapter. In all situations of non-conforming containers, a warning notice shall be mailed to the Customer and/or property owner advising of applicable provisions of this Chapter.

SECTION 7. Collection Requirements, General.

- 7.1 Point of Collection. The Manager may specify the placement of Solid Waste and Recyclable Materials for collection on the curb or alley, and may also specify the size type or kind of container for collection. When space restraints exist, the Manager may require Customers to utilize combined collection containers. It shall be presumed that materials placed in specified collection containers at a point of collection in accordance with this Chapter are to be collected by an Authorized Collection Contractor.
- 7.2 Collection Intervals. Solid Waste shall be collected weekly, monthly, bi-monthly, or more or less frequently as determined necessary by the Manager to protect the public health and safety. Recyclable Materials shall be collected at frequencies established by the City in the collections service contract or franchise agreement.
- 7.3 Time Limit on Container Placement at Curb. Containers containing Solid Waste or Recyclable Materials placed on the curb for collection shall be placed not more than twelve (12) hours prior to the collection date and shall be removed not more than twelve (12) hours subsequent to the collection date.
- 7.4 Authority To Enter Upon Private Property. The City, its employees, and Authorized Solid Waste and Recycling Collection Contractors are authorized to enter upon and/or across private property for the sole purpose of collecting Solid Waste and Recyclable Materials as required by this Chapter. Authorized Solid Waste and Recycling Collection Contractors shall not enter dwelling units or other residential buildings for collection purposes. Owners of Commercial premises may provide written permission for an Authorized Solid Waste or Recycling Collection Contractor to enter such premises for collection purposes.

7.5 Responsibilities at Point Of Collection.

- 7.5.1 Authorized Solid Waste and Recycling Collection Contractors shall be responsible for the collection of Solid Waste and Recyclable Materials from the point of collection to the transportation vehicle provided that Solid Waste and Recyclable Materials are placed in containers as required by this Chapter. Any spillage or blowing litter occurring prior to the arrival of Authorized Solid Waste Collection Contractor at the point of collection shall be collected and cleaned up by the Generator of such Solid Waste. Any spillage or blowing litter caused as a result of the Authorized Solid Waste Collection Contractor shall be collected and cleaned up by the Solid Waste Collection Contractor.
- 7.5.2 Authorized Solid Waste and Recycling Collection Contractors shall not be required to reach into containers to remove any contents.
- 7.5.3 Containers emptied by Authorized Solid Waste and Recycling Collection Contractors shall be returned to the point of collection.

7.6 Special Collections. The Manager may require an Authorized Solid Waste Collection Contractor to make Solid Waste collections in addition to those ordinarily scheduled, when necessary, to protect the public health and safety. Fees for such special collections shall be established by resolution of the City Council.

7.7 Vehicle Standards. Vehicles used by Authorized Solid Waste or Recycling Collection Contractors to transport Solid Waste for Landfill Disposal or Recyclable Materials shall be maintained in a safe, clean, and sanitary condition, and shall be constructed, maintained, and operated to prevent litter spillage, leakage, emission of offensive odors, or creation of a health or safety hazard.

7.8 Liability Insurance. No contracts or franchises for Solid Waste collection services shall be entered into by the City until and unless the prospective contractor or franchiser shall procure and maintain for the duration of the contract or franchise, general liability, pollution liability and workers' compensation insurance in connection with the performance of the work thereunder by the contractor or franchiser, its agents, representatives, employees or subcontractors. Coverages, minimum limits of insurance, deductibles, self-insured retentions, as well as all other insurance provisions, shall be in a form and amount satisfactory to the City.

SECTION 8. Ownership of Solid Waste and Recyclable Materials.

- 8.1 Solid Waste. Solid Waste for Landfill Disposal shall remain the property of the Generator even after such Solid Waste is placed at a point of collection or into a bulk container for collection or is deposited in violation this Chapter. The Generator of Solid Waste shall retain ownership of such Solid Waste even after its collection.
- 8.2 Recyclable Materials. Source Separated Recyclable Materials placed on the curb for collection shall become the property of the Authorized Solid Waste or Recycling Collection Contractor, or of the City, as set forth in the agreement for collection of Recyclable Materials entered into by the City and such contractor.
- 8.3 Self Haul of Own Solid Waste or Recyclable Materials. Nothing in this Chapter limits the right of any person to donate, sell or otherwise dispose of his or her own Solid Waste or Recyclable Materials. The transportation of any such Materials shall occur in a manner that does not create any litter spillage, leakage, emission of offensive odors, or creation of a health or safety hazard.

SECTION 9. Disposal of Solid Waste, Processing of Recyclable Materials.

- 9.1 Disposal at Approved Sites Only. All Solid Waste and Designated Recyclable Materials shall be

deposited at a processing facility or disposal site designated by the City, approved by the State and in compliance with all relevant requirements of local, state, and federal laws and regulations. Authorized Solid Waste and Recyclable Collection Contractors shall transport collected Solid Waste and Recyclable Materials to facilities as specified in the collection agreement entered into by the City and such contractor.

- 9.2 Unlawful Disposal. It shall be unlawful for any person to throw or deposit any Solid Waste, or to cause the same to be thrown or deposited, in or upon any street, alley, gutter, park, body of water or other public property, or to throw or deposit Solid Waste for landfill disposal in or upon any private property or body of water. It shall be unlawful for any person to place Solid Waste into any Solid Waste disposal container without authorization from the City or Customer having possession of such container.
- 9.3 Placement in City Waste Containers Prohibited. City Solid Waste containers are placed in City parks and other public areas for the use by the public to control trash, litter and garbage generated at their respective locations. Such waste containers are not to be used as disposal sites for trash or rubbish which is generated off site. It is unlawful for any person to place, dump, deposit or throw away Solid Waste, Recyclable Material, yard waste, or other refuse or debris of any kind or character whatsoever in City Solid Waste containers if such was generated at a location other than where the waste container is located.

SECTION 10. Hazardous Waste.

- 10.1 Hazardous Waste Segregation; Disposal. All Generators of hazardous waste shall segregate such hazardous waste from all other Solid Waste.
- 10.2 Hazardous Waste Disposal. No person, entity or firm may knowingly cause or permit hazardous waste to be collected or transported to a Landfill Disposal Facility, except in accordance with State and Federal law.
- 10.3 Violations. Any person, entity or firm found in violation of this section shall be guilty of a misdemeanor. Any and each such placement of hazardous materials shall constitute a separate and distinct offense.

SECTION 11. Other Solid Waste Materials.

- 11.1 Collection of Other Solid Waste and Recyclable Materials. The City may enter into exclusive and non-exclusive contracts or franchise agreements, or issue permits for collection services of non-Designated Recyclable Materials, including but not limited to collection of such items as Green Waste, Bulky Goods, and Food Waste, in which case the applicable provisions of this Chapter shall apply.
- 11.2 Grading, Demolition, and Construction Waste. Grading, demolition and construction wastes shall be confined to the property on which grading, demolition or construction occurs, and shall be removed by the owner or his agents immediately after such demolition or construction is completed.
- 11.3 Special Waste. Special wastes shall be confined to the property upon which they originate in such a manner that does not create a health or safety hazard. No items of special wastes shall be stored on or in front of any premises in an unsightly manner. The collection and/or transportation of special wastes to a disposal or processing facility shall be the responsibility of the Generator of said special wastes, and such collection and/or transportation shall occur in a timely fashion.
- 11.4 Green Waste. Tree limbs, brush, and other yard waste which cannot be composted, shall be

confined to the property upon which it originates in such a manner that does not create a health or safety hazard. The Generator of such green waste shall be responsible for making prompt arrangements to have such green waste collected and transported to a disposal or processing facility in a timely fashion.

- 11.5 Abandoned Solid Waste. When the Generator of Solid Waste cannot be located or identified, the owner of the premises or property on which such Solid Waste is found shall be responsible for the storage, collection, and/or processing of such Solid Waste materials in accordance with this Chapter.

SECTION 12. Additional Prohibited Acts.

- 12.1 Unauthorized Collection Prohibited. It shall be unlawful for any person other than the Generator or an Authorized Solid Waste or Recycling Collection Contractor to remove Solid Waste or Designated Recyclable Materials which have been placed on a curb or alley for collection.
- 12.2 Placement of Unauthorized Materials. It shall be unlawful for any person to place any object or item of any kind or character except the authorized Solid Waste or Recyclable Materials on a curb or alley for collection by an Authorized Solid Waste or Recycling Collection Contractor.
- 12.3 Interference. It shall be unlawful for any person to interfere in any manner with Solid Waste collection equipment or Solid Waste Collection Contractors in the lawful performance of their duties as such, whether such equipment or collectors are those of the City or of an Authorized Solid Waste Collection Contractor.
- 12.4 Burning. It shall be unlawful for any person to burn Solid Waste except in accordance with all applicable federal, state and local laws.
- 12.5 Accumulation of Materials Constituting a Hazard. It shall be unlawful for any person to create or allow to be created or maintained upon any premises owned, occupied or managed by such person any accumulation of materials that are dangerous as a fire menace or hazard to the public health, safety and welfare.

SECTION 13. Rates and Charges.

- 13.1 Rate Determination. Customer rates for collection services shall be established by the City Council.
- 13.2 Billing For Services. The Authorized Solid Waste and Recycling Collection Contractor shall be responsible for billing the collection subscribers in accordance with provisions set forth in a franchise agreement awarded by the City to the Authorized Solid Waste and Recycling Collection Contractor.

SECTION 14. Enforcement and Penalties.

- 14.1 Inspection. In order to ensure compliance with this ordinance and the California Integrated Solid Waste Management Act, the City is authorized to inspect any and all phases of Solid Waste management within the City. No inspection shall be made in any dwelling unit unless authorized by the occupant, or in accordance with due process of law. In all cases where such inspections reveal a violation of the provisions of this ordinance, the Manager shall issue a notice for each such violation stating therein the violation or violations found, the applicable law and regulations, and the time period within which corrective action shall be taken.
- 14.2 Penalties. Any person violating the provisions of this ordinance shall be guilty of an infraction

for each offense unless otherwise specified herein. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues and for each activity in violation of this Chapter. The fact that Solid Waste remains on an occupant's premises in violation of this ordinance shall be "prima facie" evidence that the occupant of the premises is responsible for the violation hereof.

SECTION 15. Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The City Council hereby declares that it would have passed this Chapter, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

SECTION 16. This ordinance will take effect thirty (30) days after the date of its adoption.

PASSED AND ADOPTED by the City Council of the City of Trinidad, State of California, on Wednesday, July 31, 2013, by the following vote:

AYES: West, Miller, Fulkerson, Baker, Davies
NOES: None
ABSTAIN: None
ABSENT: None

First Reading: Wednesday, July 31, 2013

Second Reading: Wednesday, August 14, 2013

Attest:

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

4. Declare Community Recycling Drop-Off Site bins surplus property and authorize staff to sell to the highest bidder.

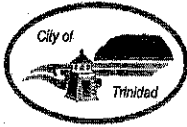
CONSENT AGENDA ITEM

Date: August 14, 2013

Item: Surplus Recycling Bins

Background: With the implementation of the curbside recycling collection program within the City, staff has been authorized to discontinue and dismantle the recycling center. Signs have been posted to advise users of a closure date of **MONDAY, SEPTEMBER 09, 2013**. The City owns four recycling bins that will be surplus upon closure of the recycling center, and staff proposes to sell these units to the highest bidder. Humboldt Sanitation has already expressed an interest in submitting a bid; staff will additionally solicit interest from other sanitation service providers.

Proposed Action: Declare four recycling bins as surplus and authorize staff to sell to highest bidder.



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

5. Authorize City Manager to Sign Contracts for Services with GHD, Inc. for Water System Upgrade for Design, Bid, and Grant Management Services

CONSENT AGENDA ITEM

Date: August 14, 2013

Item: AUTHORIZE CITY MANAGER TO SIGN CONTRACTS FOR SERVICES WITH GHD INC. FOR UPDATING DESIGN SPECIFICATIONS, AND BID PERIOD SERVICES AND GRANT MANAGEMENT FOR WATER SYSTEM UPGRADE PROJECT

Background: On June 8, 2013, City Council adopted Resolution 2013-04, authorizing the City Manager to enter into a Funding Agreement for \$2,000,000 with the California Department of Public Health (CDPH) for improvements to the water system funded through Chapter 4.a.1 of Proposition 50. There is no required match. The City Manager signed the Funding Agreement No. 5013A107 on July 30, 2013. The City is required to begin construction before November 27, 2013 within 120 days from the date the Agreement is executed.

Under GHD's scope of work for the Water System upgrade planning for \$179,600, the system planning and design was completed, however several features were incorporated that were not originally included in the scope of work. These include improvements to the backwash system and upgrades to the wet well intake system.

To get the project ready to bid, the technical specifications need to be updated to include the new components and incorporate these into the final specifications. GHD will complete this task as outlined in the attached Scope of Services for Water System Upgrade Design Specifications Update.

Upon completion of the Final Specifications, the Bid Package can be prepared, and the project put out to bid following the public contract code per the City's funding agreement with CDPH. It is anticipated that the project will go out to bid in mid-September and initiate construction in November.

Contracts for Design Specifications Update with GHD for \$14,200 and Bid Period Services and Grant Administration with GHD for \$34,500 are attached. The cost for both contracts will be reimbursed through the Prop 50 funding agreement with CDPH.

Staff Recommendation:

- 1) Authorize City Manager to sign the contract for services with GHD Inc. for the Design Specifications Update.
- 2) Authorize City Manager to sign the contract for services with GHD Inc. for Bid Period Services and Grant Management.

Attachments:

- Scope of Services for Water System Upgrade Design Specifications Update
- Scope of Services for Water System Upgrade Bid Period Services and Grant Management

**SCOPE OF SERVICES
FOR
CITY OF TRINIDAD**

**WATER SYSTEM UPGRADE
BID PERIOD SERVICES
AND GRANT MANAGEMENT**

INTRODUCTION

This scope of work is to provide bid period services and grant management assistance for the California Department of Public Health Proposition 50 Grant. This agreement is based on a prime agreement between the City of Trinidad and GHD dated May 20, 2008 and any subsequent amendments to this prime agreement. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

GHD has been working with the City and California Department of Public Health (CDPH) since fall of 2008 on a funding package to move the Water System Upgrade project from planning to a design package ready to put out to bid. With GHD's assistance, the City has obtained a \$2 million grant with no match requirement to complete the project construction. The scope of services below covers bid period and grant management services.

SCOPE OF SERVICES

TASK 1: BID PERIOD SERVICES

Task 1.1: Preparation of Bid Package and Public Notice

The bid package includes pre-bid notices, bond forms, contracts, and other bid requirements. A notice will be prepared for placement in the local newspaper of general circulation. GHD will coordinate placing notices in the paper, and the City will be responsible for paying the associated advertisement fee. GHD will also provide an electronic PDF file version of the bid package, including plans and specifications to the Humboldt Builder's Exchange so they can have them publicly available for contractors to view. GHD will also copy and distribute plans to interested contractors and will sell them for a pre-determined nominal fee. GHD will also develop and maintain a bidders list.

Task 1.2: Contractor Communication during the Bid Phase

GHD will contact several potential Contractors to inform them of the project and to encourage their participation in the bid phase. We will also be available to take questions from contractors and shall prepare written responses to questions as part of Task 1.3. Items that arise that require clarification or a change in the contract documents will be noted and included in Task 1.4 as appropriate.

Task 1.3: Pre- Bid Meeting

GHD will coordinate and attend one pre-bid meeting and site walk with contractors and shall prepare written responses to questions. The Pre-bid meeting will allow interested contractors to get a better understanding of the project and ask questions on site. GHD will also coordinate with City Public Works Staff to prepare for and coordinate their participation in the pre-bid meeting.

Task 1.4: Issue Project Bid Addendums

During the process of receiving contractor questions, GHD will prepare and distribute addenda to clarify the intent of the plans and specifications. It is anticipated that two to three addenda may need to be issued, based on what is typical for a project of this size.

Task 1.5: Bid Opening and Preparation of Award Package

GHD shall coordinate and lead the bid opening to be conducted at our Eureka Office. Once the bids are opened GHD will review the bids for completeness, errors, and to check that required licenses are current. The bid summary shall be prepared and presented to the City Council along with recommendation for approval of the lowest responsive responsible bidder. This task will include review of contract bid bonds, insurance, non-collusion affidavit, workers compensation certificate, list of subcontractors, and other required bid items per the bid package.

Under this Task GHD will prepare the Notice of Award, Contract, and Notice to proceed for the City's review, approval, and execution.

TASK 2: GRANT MANAGEMENT ASSISTANCE

GHD will assist the City with grant administration by coordinating with CDPH on finalization of the initial Budget Summary and Estimate (BS&E) Form for use in reimbursement requests. GHD will prepare monthly reimbursement requests. This task includes gathering invoices from the City, GHD and the eventual contractor onto CDPH forms and coordinating with CDPH to assure the forms are correct. This task does not include construction management pay request preparation, which would be included in a separate scope and fee.

NOT INCLUDED IN THIS SCOPE OF SERVICES

This scope of services is limited to the items outlined above. Other work is required to complete the project that is not included in this scope of services. Items not included in this scope of services include the following:

- Project modifications or redesign after completion of 100% plans
- Public Notice fees
- Project construction observation and administration
- Construction, startup, or operations related assistance
- Other items not specifically included in this scope of services

SCHEDULE

Task 1 will be completed within three months after the contract is signed and Task 2 is on-going for the duration of the grant.

COMPENSATION

The project will be billed on a time and materials basis for a total fee not to exceed \$34,500 for the task allocations shown in the table below. GHD reserves the right to move funds between phases as needed for the project. Invoices will be prepared monthly based on time and materials. Invoices are due and payable by the City within 30 days of receiving compensation from CDPH.

TASK 1	BID PERIOD SERVICES	\$ 20,000
TASK 2	GRANT MANAGEMENT ASSISTANCE	\$ 14,500
	TOTAL	\$ 34,500

AGREED

City of Trinidad

GHD

Karen Suiker, City Manager, Date

Steven Allen, Managing Principal, Date

Trinidad Accounting Tracking Number

**SCOPE OF SERVICES
FOR
CITY OF TRINIDAD**

**WATER SYSTEM UPGRADE
DESIGN SPECIFICATIONS UPDATE**

INTRODUCTION

This scope of work is to update the design specifications for the City of Trinidad Water System Improvement Project. This agreement is based on a prime agreement between the City of Trinidad and GHD dated May 20, 2008 and any subsequent amendments to this prime agreement. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

GHD has been working with the City and California Department of Public Health (CDPH) since fall of 2008 on a funding package to move the Water System Upgrade project from planning to a design package ready to put out to bid. With GHD's assistance, the City has obtained a \$2 million grant with no match requirement to complete the project construction. The scope for the planning and design of the project was originally developed in 2009 when the Safe Drinking Water State Revolving Fund Planning funding application was submitted to the California Department of Public Health (CDPH), and the contract with the City for the planning and design work executed in 2011. Since that time changes to the overall project concept have been made to reduce operations and maintenance of the system and technical complexity of the system and to reduce permitting requirements and possible associated mitigation costs.

GHD has completed the system planning and design and has incorporated several features not originally included in the scope of work, which will result in a better long-term project for the City. These features include improvements to the backwash system and upgrades to the wet well intake system. While the design work has been completed, the associated technical specifications are not yet complete due to the added features, which have not been integrated into all the specification sections. The scope of services below covers the effort needed to integrate the technical specifications for the new components added to the design into the final specifications.

SCOPE OF SERVICES

TASK 1: PROJECT SPECIFICATIONS AND BID PACKAGE UPDATE

Under this Task GHD will complete the specifications for the backwash tank clean out, backwash tank skimmer, backwash tank painting and repair, backwash flow metering, and the upgrades to the wet well intake system. These project components will also be incorporated into the existing specification sections. The final specifications will be provided to CDPH for review and approval. Once approved, the final bid package will be prepared for copying and distribution to interested contractors, under a separate bid services contract.

COMPENSATION

GHD will complete this scope of services on a time and materials basis. The fee for this scope is \$14,200. We will work with the City to provide the above defined tasks within the budget available. We will not exceed the contract amount without prior written authorization from the City. Invoices will be prepared monthly on a time and materials basis. Invoices are due and payable by the City within 30 days of receiving compensation from CDPH.

AGREED

City of Trinidad

GHD

Karen Suiker, City Manager, Date

Steven Allen, Managing Principal, Date

Trinidad Accounting Tracking Number

Trinidad WTP - Bid Package Finalization, Grant Mgmt, Bid Period Services

Project Name:

~~Bid Pkg Final, Grant Mgmt, Bid Period Services~~

City of Trinidad

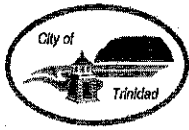
Prepared by:

Rebecca Crow

July 29, 2013

Job Number:

		LABOR COSTS						FEE COMPUTATION		
Task / Item	LABOR CATEGORY >	PD	Job Mgr. \$155 /Hr	Proj. Eng. \$105 /Hr	Drafting \$95 /Hr	WP/PA \$75 /Hr	Office \$65 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	TOTAL FEE Rounded
	STAFF >	SA	RC	TD	AS	HM	Lynn			
TASK- 1.0- Finalize Specification and Bid Package										
Technical Specifications		4	12	60		4		80	\$480	\$9,780
Update General Specifications		2	4	16		4		26	\$156	\$3,176
Finalize Bid Package		1	1	4		4	2	12	\$72	\$1,287
SUBTOTAL TASK 1.0		7	17	80	0	12	2	118	\$708	\$14,243
										\$14,200



AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

1. Discussion/Decision regarding Sprint Proposal for 4G Antenna Upgrade on Trinidad Head Cellular Site.

2013-2014

DISCUSSION AGENDA

Date: August 14, 2013

Item: Sprint Proposal for 4G Antenna Upgrade on Trinidad Head Site

Background: The City has been approached by a Sprint representative to seek permission for swapping the existing three 3G panel antennas on the Trinidad Head Site with three proposed 4G antennas of similar, but slightly larger, dimensions. The purpose of this swap is to enable an upgrade from 3G to 4G technology in order to stay competitive and keep up with the growing needs of customers and the applications available on handheld device. An 8' x 3' extension to an existing concrete pad is also proposed, and the existing battery / equipment cabinets will be replaced, which will not result in any visual changes to the site. An existing guy wire supporting the pole will also have to be moved to accommodate the improvements and six 1" coax cables mounted flush to the pole will be replaced with eighteen ½" flush mounted coax cables. This project is very similar to the Verizon proposal last year, however, some minor visual modifications will occur in this case. As part of their application package, Sprint has provided an overlay for the existing and proposed elevations to show the visual changes.

The Ground Lease includes language as follows: *"Lessee...may make alterations, improvements, additions or utility installations to or on the Site that are necessary for the conduct of the permitted uses of the Site, subject to the prior written approval of the Lessor"* (§5.05(a)), and *"no such consent or approval shall be unreasonably withheld or delayed and all such determinations shall be made on a reasonable basis and in a reasonable manner"* (§9.11).

City staff has not yet made a determination as to whether the proposed project would require a Coastal Development Permit, but will be working closely with Coastal Commission in making that determination should the City Council approve the project to move forward as the Lessor. Keep in mind that if the project does require a permit, any decision by the Planning Commission would be appealable to the City Council.

Coastal Act Section 30610 contains the exemption: *"no coastal development permit shall be required pursuant to this chapter for... d) Repair or maintenance activities that do not result in an addition to, or enlargement or expansion of, the object of those repair or maintenance activities"* and Trinidad's Zoning Ordinance contains similar language. In 1978 the Coastal Commission adopted further guidance for these types of exemptions (entitled 'Repair, Maintenance and Utility Hook-up Exclusions from Permit Requirements'). This document includes the following language for communication facilities: *"A coastal permit is not required to maintain, replace, or modify existing overhead facilities, including the addition of equipment and wires to existing poles or other structures, right-of-way maintenance, and minor pole and equipment relocations. A coastal permit is not required ... [for] work required to supply increased demand of existing customers' facilities in order to maintain the existing standard of service."*

During the review of Verizon's 4G upgrade, Coastal Commission staff did determine that such an upgrade constituted maintenance and not an increase or expansion of services.

One final legal issue to consider is a recent Federal law that limits State and local review of certain telecommunication projects, which this project may fall under. Note that the new law does not preclude the City from processing any legally required permits and conditioning improvements on protecting such things as sensitive resources. However, it does limit the City's ability to deny such permits. Section 6409 of the Middle Class Tax Relieve and Job Creation Act of 2012 (HR3630, PL112-96) includes the following relevant language:

- (1) IN GENERAL- Notwithstanding section 704 of the Telecommunications Act of 1996 (PL 104-104) or any other provision of law, a State or local government may not deny, and shall approve, any eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station.*
- (2) ELIGIBLE FACILITIES REQUEST- For purposes of this subsection, the term 'eligible facilities request' means any request for modification of an existing wireless tower or base section that involves—*
 - (A) collocation of new transmission equipment;*
 - (B) removal of transmission equipment; or*
 - (C) replacement of transmission equipment.*

Proposed Action: Consider authorizing Verizon to proceed with the antenna swap as proposed subject to obtaining approval for any and all necessary permits.

Attachments: Sprint project plans.

Streamline Engineering

and Design, Inc

July 25, 2013

City of Trinidad
Po Box 390
Trinidad, CA 95570

RE: Sprint modification at Trinidad Head

Subject: Scope of Work Activity

To whom it may concern,

Below is a description of the proposed scope of work at the above referenced site:

- Remove and replace existing antennas with new antennas on existing monopole and paint to match existing antennas and pole. (no height increase)
Existing antennas ((3) 51"x11.9"x7.1") new antennas ((2) 48"x18"x7.1" (1) 48"x11.8"x7.9")
- Add Remote Radio Units (RRU) at the base of the pole behind existing screened fencing.
- Relocating existing Guy Wire approximately 10' to the North
- Addition of a 3' by 5' concrete pad within lease area. Some debris and weeds will be removed in the proposed concrete area.
- Removing and replacing 2 existing radio cabinets behind existing screened fence.
- Adding 18 runs of coax cabling to antennas attached flush to pole and painted to match.
- Construction equipment will likely consist of light duty trucks (1-2)
- Adding a fiber optic connection in lease area. Lines run in existing underground conduit.

Thank you,

By: _____

Sam Savig, Streamline Engineering and Design - an authorized representative of Sprint Nextel
8445 Sierra College Ste E
Granite Bay, CA 95746
sam@streamlineeng.com



PROJECT: NETWORK VISION MM
MARKET: UPPER VALLEY

RECEIVED JUL 31 2013

SF03UB366-A - UBIQUITEL - TRINIDAD HEAD

2478 TRINIDAD HEAD
TRINIDAD, CA 95570

UBIQUITEL-
TRINIDAD
HEAD
SF03UB366-A
2478 TRINIDAD HEAD
TRINIDAD, CA 95570

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DATE: 06/15/13

APPROVED BY: L. HUGHES

DATE: 06/15/13

Streamline Engineering
6445 Sierra College Blvd, Suite E, Oroville, CA 95966
Contract: Larry Houghby, Phone: 916-275-4100
E-Mail: larryhoughby@streamlineeng.com Fax: 916-275-4101

CODE COMPLIANCE

ALL WORK & MATERIALS SHALL BE PERFORMED & INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

1. 2010 CALIFORNIA ADMINISTRATIVE CODE (MCL, TITLES 24 & 25)
2. 2010 CALIFORNIA BUILDING CODE
3. 2010 CALIFORNIA ELECTRICAL CODE
4. 2010 CALIFORNIA MECHANICAL CODE
5. 2010 CALIFORNIA PLUMBING CODE
6. 2010 CALIFORNIA FIRE CODE
7. LOCAL BUILDING CODES
8. CITY/COUNTY ORDINANCES
9. AHS/73A-TIA-222-C

ALONG WITH ANY OTHER APPLICABLE LOCAL & STATE LAWS AND REGULATIONS

DISABLED ACCESS REQUIREMENTS

THIS FACILITY IS UNMANNED & NOT FOR HUMAN HABITATION. DISABLED ACCESS & REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH CALIFORNIA STATE BUILDING CODE TITLE 24 PART 2, SECTION 11346.2.1, EXCEPTION 4.

VICINITY MAP



DRIVING DIRECTIONS

- FROM: 2522 CAMINO RAMON, SAN RAMON, CA 94583
TO: TRINIDAD HEAD, TRINIDAD, CA 95570
1. HEAD SOUTHEAST ON CAMINO RAMON TOWARD BISHOP DR
 2. TURN LEFT ONTO CAMINO RAMON TOWARD BISHOP DR
 3. MERGE ONTO CAMINO RAMON TOWARD BISHOP DR
 4. TAKE THE STATE ROUTE 24
 5. TAKE EXIT 40A ON THE LEFT TO MERGE ONTO CA-24 W
 6. MERGE ONTO I-580 W
 7. MERGE ONTO I-580 W/CA-24 W
 8. MERGE ONTO I-580 W/CA-24 W
 9. KEEP RIGHT TO CAMINO RAMON TOWARD BISHOP DR
 10. TURN LEFT ONTO CAMINO RAMON TOWARD BISHOP DR
 11. TAKE EXIT 72A TOWARD TRINIDAD
 12. TURN LEFT ONTO MAIN ST/NORTHAVEN DR
 13. TURN LEFT ONTO TRINIDAD HEAD
 14. TURN LEFT ONTO LIGHTHOUSE RD
 15. TURN LEFT AT BAY ST
 16. TURN LEFT AT TRINIDAD HEAD TRAIL
 17. TURN LEFT AT TRINIDAD HEAD TRAIL
 18. TURN RIGHT AT TRINIDAD HEAD TRAIL (DESTINATION ON LEFT)
- END AT: TRINIDAD HEAD, TRINIDAD, CA 95570
ESTIMATED TIME: 5 HOURS 25 MINUTES ESTIMATED DISTANCE: 302 MILES

PROJECT DESCRIPTION

A. INFORMATION TO ALL: (1) UNMANNED TELECOMMUNICATIONS FACILITY CONSISTING OF: REMEDIATION & REPAIRS; (2) (3) SPRINT CABLES; (4) (5) SPRINT ANTENNA & LATCH; (6) (7) SPRINT ANTENNAS; (8) (9) SPRINT WIRELESS CABLE; (10) SPRINT BATTERY CABINET; & A. (11) SPRINT ANTENNA ALSO ADJACENT (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) (166) (167) (168) (169) (170) (171) (172) (173) (174) (175) (176) (177) (178) (179) (180) (181) (182) (183) (184) (185) (186) 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**UBIQUITEL-
TRINIDAD
HEAD**

SF03UB366-A
2478 TRINIDAD HEAD
TRINIDAD, CA 95570

ISSUE STATUS		
A	DATE	DESCRIPTION
	04/11/13	2D 90% M.D.
	04/15/13	2D 100% K.S.
	04/24/13	CLIENT REV J.K.
	08/15/13	CLIENT REV M.D.
	-	-
	-	-

DRAWN BY:	S. ENNAT
CHECKED BY:	L. HOUGHTBY
APPROVED BY:	-
DATE:	06/15/13

Streamline Engineering
and Design Inc.

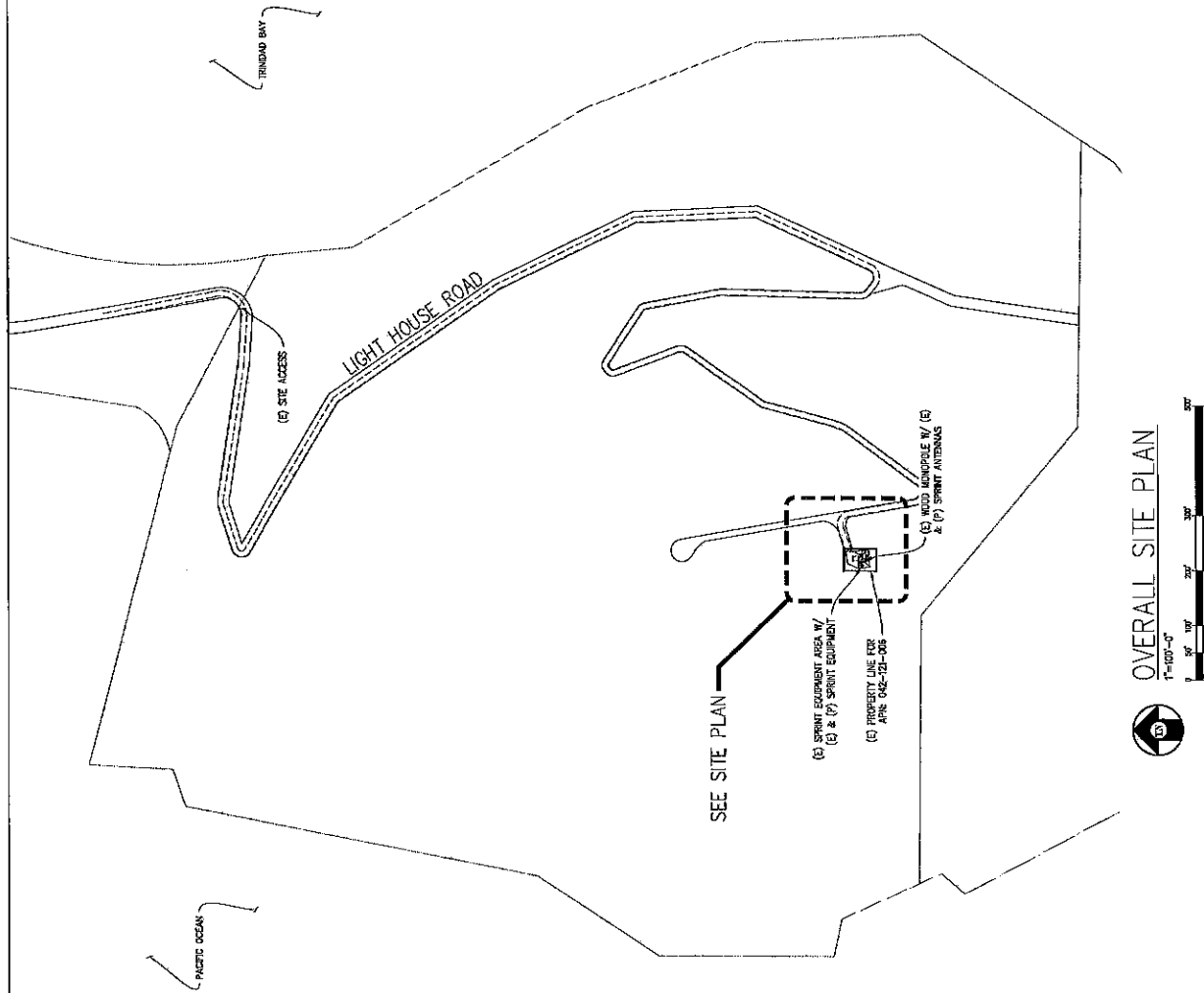
5445 Shiner College Blvd, Suite E Glenview, IL 60746
Contact Larry Houghton Phone: 815-275-1100
E-Mail: larry@streamlineeng.com Fax: 815-600-1941

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12067 AL COSTA BLVD SUITE 300
SAN RAMON, CA 94583

SHEET TITLE	OVERALL SITE PLAN
SHEET NUMBER	A-1



UBIQUITEL-
TRINIDAD
HEAD

SFO3UB366-A
2478 TRINIDAD HEAD
TRINIDAD, CA 95570

ISSUE STATUS

A	DATE	DESCRIPTION	BY	CHKD
1	04/17/13	ISSUE	ALB	ALB
2	04/19/13	2D WIRE	ALB	ALB
3	04/24/13	CLIENT REV	ALB	ALB
4	05/15/13	CLIENT REV	ALB	ALB
5	05/15/13	CLIENT REV	ALB	ALB
6	05/15/13	CLIENT REV	ALB	ALB
7	05/15/13	CLIENT REV	ALB	ALB
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9	05/15/13	CLIENT REV	ALB	ALB
10	05/15/13	CLIENT REV	ALB	ALB
11	05/15/13	CLIENT REV	ALB	ALB
12	05/15/13	CLIENT REV	ALB	ALB
13	05/15/13	CLIENT REV	ALB	ALB
14	05/15/13	CLIENT REV	ALB	ALB
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18	05/15/13	CLIENT REV	ALB	ALB
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21	05/15/13	CLIENT REV	ALB	ALB
22	05/15/13	CLIENT REV	ALB	ALB
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24	05/15/13	CLIENT REV	ALB	ALB
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100	05/15/13	CLIENT REV	ALB	ALB

DATE: 05/15/13

CHECKED BY: L. MCGRATH

APPROVED BY: L. MCGRATH

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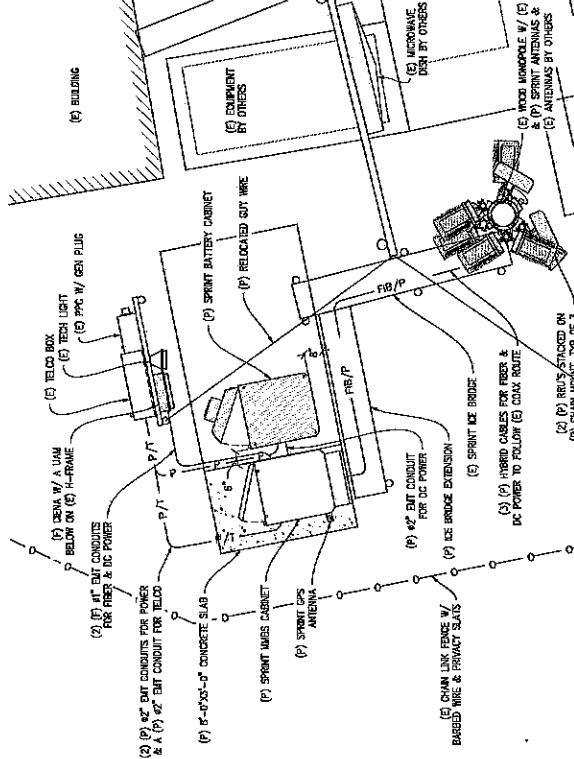
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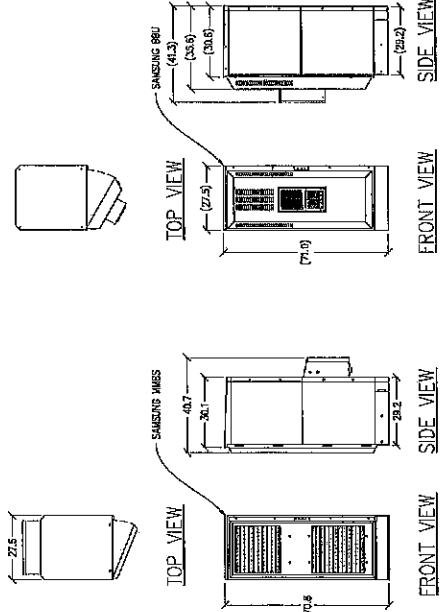
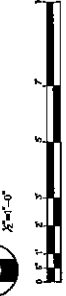
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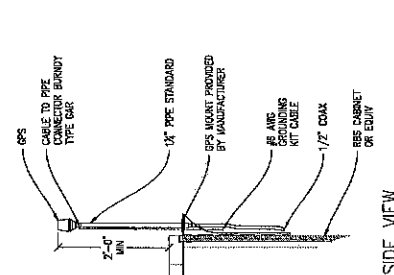
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FINAL CONFIGURATION
EQUIPMENT PLAN



1 MMBS CABINET
2 BATTERY CABINET



3 GPS ANTENNA MOUNT DETAIL

